

Position Description

Volunteer Maryland Coordinator at Montgomery County Community Action Agency

PURPOSE AND SCOPE:

The Montgomery County Community Action Agency (CAA) coordinates local, State, federal and private resources to help low-income individuals and families. The Volunteer Maryland Coordinator (VMC) will work with CAA programs and partners, including the VITA program and Maryland Hunger Solutions. The Volunteer Maryland Coordinator will recruit 75 volunteers, including VITA Tax Preparers and SNAP Navigators. The VMC will also continue to develop and revise a wide range of volunteer program materials, including a policies and procedures manual, volunteer applications, volunteer position descriptions and a volunteer recruitment plan.

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving at Montgomery County Community Action Agency. Volunteer Maryland Coordinators (VMCs) are responsible for developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2016. The VMC service year will begin on September 14, 2016 and conclude on August 1, 2017; Volunteer Maryland Coordinators are expected to complete 1,700 hours of service during the term.

BENEFITS:

Full-time VMCs receive a living stipend of \$13,250, an education award of \$5,775, and health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include mileage reimbursement for site-related travel, student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local community.

DUTIES:

- Develop a written work plan and timeline for implementation.
- Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals; report on progress in statistical

and narrative reports for Volunteer Maryland.

- Develop community partnerships to support the volunteer program.
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps.
- Participate in VM and AmeriCorps training, service projects, and other activities.
- VMCs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor.
- Note: the AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals

SELECTION PROCESS:

To participate in Volunteer Maryland, applicants must submit a written application. Staff will review the application, with special emphasis placed on the writing sample, invite the applicant to interview if appropriate, conduct two reference checks, and complete a criminal background investigation. After an applicant has been tentatively matched, the three-part criminal history check will be initiated and appropriate paperwork will be sent. Individuals will not be allowed to start training until all paperwork is received by the program, the NSOPR check is received, and fingerprints are submitted to the Maryland CJIS Central Repository and the designated agencies of any other states where the individual resided. No individual will be enrolled as an AmeriCorps member until satisfactory completion of training.

ENROLLMENT REQUIREMENTS:

To serve as a Volunteer Maryland Coordinator, an individual must be at least 17 years of age; have a high school diploma or GED; be a U.S. citizen or permanent resident alien; pass a national service criminal history check of the national sex-offender registry, state repository check (Maryland and state of residence), and FBI fingerprint check; and complete pre-service training requirements. Documentation of age, education, and citizenship are due on the first day of training. Criminal history checks will be initiated before the start of service; an individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

SKILLS AND ATTITUDES NECESSARY:

- Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.
- Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with his/her class of VMCs), and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Committed to serving a culturally and economically diverse community.

- Spanish proficiency preferred.
- Committed to the concept of national service and to making a difference in his/her community.
- Advanced computer literacy, to be able to produce program materials and track volunteer hours.
- Have own, or have access to, transportation to and from VM trainings, events, and Service Site-related activities.
- Able to respond to organizational change productively and maintain positive attitude.

ORIENTATION AND TRAINING:

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, and leadership skills. Training is held the first two weeks of the service year, with monthly training days throughout the rest of the year. Additional training opportunities are also available through AmeriCorps and the Service Site. The Site Supervisor provides orientation to the VM Coordinator's local placement site.

SUPERVISION AND EVALUATION:

The Service Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency's policies. In addition, Volunteer Maryland's Director provides overall supervision to all VM Coordinators, and evaluates performance at mid-year and at the end of the year.

VOLUNTEER SERVICE:

Each Volunteer Maryland Coordinator is encouraged to volunteer as part of their service year. The volunteer activity **cannot** be within any of the prohibited activities, and should be discussed with their Site Supervisor prior to engaging in the volunteer activity. The Volunteer Maryland Coordinator may volunteer at their site. The Volunteer Maryland Coordinator may claim up to five hours each month on their timesheet for volunteer activities. If the volunteer activity is fundraising, the Volunteer Maryland Coordinator will need to include these hours under fundraising on their timesheet.

HOURS:

Volunteer Maryland Coordinators are required to serve approximately 40 hours each week. At Montgomery County CAA, the office hours will be 9:00 am – 5:00 pm M-F; evening and weekend work will be required from time to time. Volunteer Maryland training days are 10:00 am – 4:00 pm.

LOCATION:

The VMC's office will be 1401 Rockville Pike, Rockville Maryland, 20852 (Note: the projected move to this location is by September 2016, but could be delayed). VM training locations will be held at locations throughout Maryland. Please note: locations may not be accessible by public transportation.

PROHIBITED ACTIVITIES

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-federal funds. Individuals should not wear the AmeriCorps logo while doing so. AmeriCorps members will not be allowed to take part in the following prohibited activities:

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- Providing a direct benefit to any of the following:
 - A business organized for profit
 - A labor union
 - A partisan political organization
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
 - An organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services
- Such other activities as the CNCS or GOSV may prohibit